

Contingent Liability Disclosure

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Recipient's Company]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

I am writing to disclose information regarding a contingent liability that may affect our financial position. This disclosure is made in accordance with the relevant accounting standards.

Description of the Contingent Liability

[Provide a detailed description of the contingent liability including the nature of the liability, the circumstances under which it has arisen, and any relevant dates.]

Potential Impact

[Describe the potential financial impact of the contingent liability on the organization, including any estimates of the financial effect.]

Management's Assessment

[Include management's assessment of the likelihood of the liability materializing and any steps being taken to mitigate the impact.]

Conclusion

We are committed to transparently reporting on any potential risks and will keep all relevant stakeholders informed of any developments regarding this matter.

Thank you for your attention to this matter. Should you have any questions or require further information, please feel free to contact me at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]